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Approved For Release 2003/03/10 : CIA-RDP80-00832A000400010018-3

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20 November 1963

MEMORANDUM FOR: The Record

Minimal Awards Meeting held on 20 November 1963  
in Room 5 E 62, Headquarters. The meeting was chaired by

[Redacted]

25X1

A total of 4 cases were considered.

Approved - 1 Certificate of Appreciation  
3 Cash Awards totaling \$90.00

25X1A

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-221: dated 26 November 1962

[redacted] Security Clerk, GS-4  
OS, DD/S

A. Summary of Suggestion

Suggerster proposed a change in the Security Files, Security Records Division, OS.

Instead of arranging the files numerically along the entire fifty-foot length from left to right in eight-tier file stacks, he proposed that fifty-foot stacks be marked off into thirds, arranging the files in one-third segments of the entire length. This technique to save time and working motion in filing bins. (Sketch of present and proposed method is attached.)

B. Summary of Evaluation

On 18 September 1963, DC/SRD reported that the suggestion concerning the re-alignment of the files is not new and though the manner of filing as proposed by the suggerster was not feasible, the suggestion did stimulate a change in the files re-alignment of SRD.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

[redacted]  
Chairman, Suggestion Awards Committee

*Coy A*  
Award

do Nov 63

Date

Present Method:

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	ETC.	

I suggest that the following be adopted:

1	2	3	25	26	27	49	50	51
4	5	6	28	29	30	52	53	54
7	8	9	31	32	33	55	56	57
10	11	12	34	35	36	58	59	60
13	14	15	37	38	39	61	62	ETC.
16	17	18	40	41	42			
19	20	21	43	44	45			
22	23	24	46	47	48			

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-286: dated 11 June 1963

STATINTL  Handbook Coordinator, GS-12

DD/P

STATINTL

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A. Summary of Suggestion

When maps are sent from the Map Library Division, the requestor's name is written on the tube in wax pencil. Suggestor proposed a holder be affixed to the tube made of two pieces of transparent acetate and heavy-duty tape. Three by five cards with Map Library address can be on one side and the other blank for the requestor's address.

B. Summary of Evaluations

On 29 August 1963, ORR reported that the cost of procuring address holders or the time required for making such holders would negate any savings.

On 7 November 1963, Map Library reported that they have worked out a modification of the suggestor's proposal. It was decided to use transparent material which would hold an address card. Also, printed on the tube is a statement "Return to Map Library, Building  3rd Floor."

STAT C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible Benefits (SLIGHT/LOCAL).

STATINTL D. Decision of the Chairman

7/25

Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-67: dated 18 June 1963

STATINTL

Training Officer, GS-13  
OS, DD/S

A. Summary of Suggestion

Suggester proposed that the following additional listings be inserted in the table of contents in the Agency telephone directory:

SECURITY - Advice and Guidance - Page 45

SECURITY - Emergencies - See outside back cover

MEDICAL ASSISTANCE - See outside back cover

He also proposed that under Security Information and Service, the following be inserted:

Advice and Guidance - Room 4E50, Headquarters -

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B. Summary of Evaluations

Chief, Building Security Branch; Deputy Chief, Employee Activity Branch; and Chief, Support Division, Medical Staff concurred in the suggestion.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$15 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

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Chairman, Suggestion Awards Committee

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## SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-79: dated 10 September 1963  
STATINTL \_\_\_\_\_ Secretary, GS-7  
OCR. DD/I

#### A. Summary of Suggestion

Cards typed on the Justowriter (a type of Flexowriter) for the Intelligence Publications Index were formerly sprayed with clear plastic to prevent smudging. Suggester proposed the use of Polyethylene Black ribbons in lieu of carbon ribbons.

#### B. Summary of Evaluation

Suggestion was adopted in September 1963. On 13 September 1963, Chief, Document Division, OCR reported that cards made by the Polyethylene ribbon print clearer. OCR stated that when the spray was used, personnel complained of headaches; they were considering some system of improved ventilation which would cost several hundred dollars. The other alternative would be to move the entire unit to a better ventilated location.

Chief, Document Division, OCR recommended an award of \$50.00 in consideration of the benefits to the Agency.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

## Chairman, Suggestion Awards Committee

### **Award**

DO NOT USE

Date